

Department of Energy Headquarters/National Treasury Employees Union
Collective Bargaining Agreement

APPENDIX C:

SAMPLE SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Administrative & Staff Programs Team, MA-352, Room 4E-084, Forrestal Building, 1000 Independence Ave., Wash., DC 20585-0735

PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR
AND SUBMIT IT WITH YOUR APPLICATION TO THE ABOVE ADDRESS

SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Announcement Number: XXX

Position: XXX

Applicant's Name: _____

Basis for Appraisal		Level of Potential Performance
Please place an "x" as appropriate: OJP - On-the-Job Performance FT - Formal Training OA - Outside Activities UA - Unable to Appraise	<i>RANKING FACTORS</i> <i>(Knowledges, skills, abilities, and personal characteristics)</i>	Please place an "x" as appropriate: 4 - Outstanding 3 - Above Average 2 - Satisfactory 1 - Weak 0 - None
OJP FT OA UA		4 3 2 1 0
	1. Ranking Factor 1 from the vacancy announcement	
	2. Ranking Factor 2 from the vacancy announcement	
	3. Ranking Factor 31 from the vacancy announcement	
	Etc. Depending on the number of Ranking Factors included in the announcement.	
NARRATIVE: Please include any other information pertinent to the applicant's potential knowledge, skills, or abilities and personal characteristics that may not be adequately expressed above. (Attach additional sheets if needed).		
IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please mark with an "x" as appropriate.) _____ Present Immediate Supervisor _____ Present 2 nd Level Supervisor _____ Other (Specify) _____ Former Immediate Supervisor _____ Former 2 nd Level Supervisor		
PERIOD COVERED BY THIS APPRAISAL: From: _____ To: _____		
APPRaiser: _____ Signature Date Daytime Telephone Number		

(If this appraisal is submitted directly by the appraiser, the applicant, upon request, will be permitted to review and obtain a copy of it.)
OE F 3200.2 (9-96)